



G General Information & Submission Options

General Information

The Easy Permit Process (EPP) allows building owners to obtain a building permit for small projects that do not require architectural plans. EPPs are intended for the REPAIR or REPLACEMENT of existing building elements, without any changes to the structure.

EPP Submission Options

Online EPP Submissions

Some EPPs may be obtained entirely online by selecting "Online E-Permit Info" icon at www.cityofchicago.org/buildings

Online EPPs are limited to:

- Electrical (E) - Obtainable by electrical contractors only
- Tuck pointing (M) – Excluding brick replacement
- Fence (GC) - Non chain link & non brick greater than 5 ft. high and up to 6 ft. high
- Furnace* (GC or V)
- Hot water heater* (P)
- Wood frame garage (GC, E)
- Windows & doors*

*Replacement only of same size & location in residential buildings with 4 or more dwelling units

In-Person EPP Submissions

Refer to Step 1A for information on In-Person EPP submissions

1 Office Locations

STEP 1A

Select Office Location

No appointment is required. Sign the Walk-in list upon arrival.

Downtown:

Dept. of Buildings - City Hall

121 N. La Salle Street, Rm 906

Easy Permit Process Desk

312-744-3449

Monday through Friday

8:30am – 4:30pm

Neighborhood Permit Centers only allow home owner occupants of single family homes to submit EPPs (based on staff availability between scheduled plan review appointments).

North:

Neighborhood Permit Center

2550 W. Addison Street

312-742-2560

(call for office hours)

West:

Neighborhood Permit Center

4770 S. Kedzie Avenue

312-745-4240

(call for office hours)

South:

Neighborhood Permit Center

2006 E. 95th Street

312-745-0995

(call for office hours)

2 Identify Scope of Work & Required Contractors

STEP 2A

Identify Scope of Work

(Required contractors indicated)

- Masonry or Chimney (M)
- Drywall (GC,E)
- Electrical (E)
- Fence (GC)
- Furnace (GC or V)
- Plumbing Fixtures (P)
- Hot Water Heater (P)
- Roof Replacement. (RC or GC)
- Window/Door Replcmnt. (GC)
- Garage or Carport (GC, E, M)
- Prototype Porch (GC, M)
- Contractor Change (Varies)
- Wrecking Permit (D)

STEP 2B

Identify Required Licensed Contractors

- Electrical Contractor (E)
- General Contractor (GC) *
- Plumbing Contractor (P) *
- Ventilation Contractor (V) *
- Refrigeration Contractor (R) *
- Masonry Contractor (M) *
- Roofing Contractor (RC)
- Demolition Contractor (D)

*The owner occupant of a Single Family Home can self perform these trades.

The owner occupant of a building with not more than 6 dwelling units and not more than 3 stories high can act as the GC.

3 Documents & Submission

STEP 3A (As applicable)

Required Forms & Information

- EPP Application including Cook County PIN #
- Electrical Application
- Signed contract between owner & contractor
- Original Letters of Intent from contractors
- Proof of building ownership
- Certificate of Responsibility for owner occupied residential bldgs.
- Certificate of Primary Residence for owner occupied residential buildings
- Photographs of areas of work
- Plat of survey
- List of required contractors
- Notarized letters from owner and contractors are required for contractor changes

STEP 3B

Submission at EPP Desk

No appointment is required for EPP submissions. Sign the Walk-in list upon arrival. The DOB staff will:

- Verify zoning criteria
- Verify No. of dwelling units
- Identify building violations & Stop Work Orders
- Review EPP application & enter into the computer system
- Identify involvement of other departments & DOB technical reviews if required

4 Reviews by Other Departments

STEP 4A (If applicable)

Department of Zoning & Land Use Planning (DZLUP)

- Zoning Review

STEP 4B (If applicable)

Landmarks Commission (DZLUP)

- Landmark Buildings
- Landmark Districts

STEP 4C (If applicable)

Planning & Policy Div. (DZLUP)

- Lakefront Protection District
- Planned Developments

STEP 4D (If Applicable)

Public Way Permit Section (CDOT)

- Barricade Permit

5 Final Review

STEP 5A

Final Review

- (Performed by DOB staff)
- Review documents for approvals & completeness
- Comply resolved issues & corrections
- Tabulate permit fee
- Approve EPP Application in the computer system

6 Permit Issuance & Inspections

STEP 6A

Permit Issuance

- Customer pays the bldg. permit fee at the Dept. of Revenue's Cashier window and obtains building permit certificate

STEP 6B (If applicable)

DOB Field Inspections

Request field inspections at www.cityofchicago.org/buildings